State Assessors Board Examination Registration Request

INSTRUCTIONS: State Assessors Board examinations will be offered by appointment only in an examination booth located in the Lansing office of the State Assessors Board on the 1st floor of the Richard H. Austin Building (formerly Treasury Building), located at 430 W. Allegan Street in Lansing, Michigan. There is a parking lot available across the street. Be prepared to pay a parking fee. Go to http://www.michigan.gov/mdot/0,1607,7-151-9621_11008---,00.html for up-to-date construction information. The examination booth will be available on working days at 9:00 a.m. or 1:30 p.m.

Examination settings may be scheduled by mailing the examination registration request with the $50 examination fee. Examination settings must be scheduled a minimum of 30 days in advance of taking the examination. The $50 examination fee is non-refundable.

Examination dates will be confirmed by e-mail if an e-mail address is provided, or by telephone if no e-mail address is provided. If the examination date and time requested are unavailable, an alternative date will be offered.

Time allowed for examinations is as follows:
Level 3 and Level 4 Home Study Examinations .... 2 Hours
Level 1 and Level 2 Examinations .... 3 Hours
State Tax Commission Personal Property Examination .... 3 Hours
Level 3 Comprehensive Examination .... 6 Hours (9 a.m. only)

NO WALK-INS OR REGISTRATION BY PHONE.

Print or type.

Name	Telephone Number (between 8-5 p.m.)	
Mailing Address (include City, State, ZIP Code)		
Driver's License Number	E-mail Address	Fax Number
Exam Requested		
Date/Time Requested	Alternate Date/Time Requested	

Submit $50 fee payable to "State of Michigan" to Michigan Department of Treasury, State Assessors Board, Lansing, MI 48922.

YOU MUST BE PRE-REGISTERED WITH THE STATE ASSESSORS BOARD AND PAYMENT MAILED WITH REGISTRATION REQUEST. ALLOW AT LEAST TWO WEEKS FOR YOUR REQUEST TO BE PROCESSED.
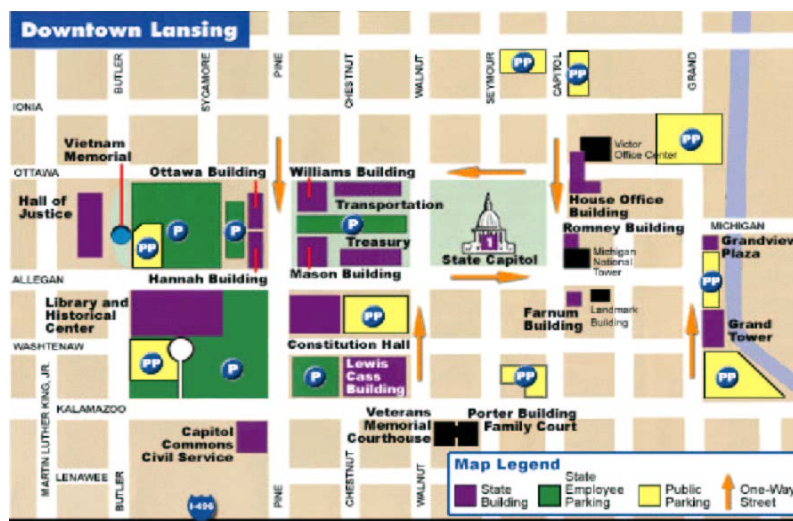
STATE ASSESSORS BOARD OFFICE USE ONLY	
Actual Date/Time of Exam	Exam Title
Date/Time Confirmed	Method of Confirmation